

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM 17 SEP 15 PM 12:03

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Sheila Jackson Lee
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: Feb 28, 2017 Return: March 1, 2017
b. Dates at personal expense (if any): _____ or None ☐
4. Departure city: IAH Destination: Las Vegas Return city: IAH
5. Sponsor(s) (who paid for the trip): National Association of Broadcasters
6. Describe meetings and events attended: Attended meetings related to issues concerning entertainment law
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☐ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☐ page 2 of the completed Traveler Form submitted by the employee; and
 - d. ☐ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Sheila Jackson Lee DATE: 9/14/17

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: _____ DATE: _____

SIGNATURE OF SUPERVISING MEMBER: _____

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

RECEIVED

2017 MAR 24 PM 4:00

COMMITTEE ON ETHICS

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 1. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Sheila Jackson Lee

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: Sheila Jackson Lee

Name of signatory (if other than traveler): Rep. Sheila Jackson Lee

For staff, name of employing Member or committee: _____

Office address: 2187 Rayburn House Office Building

Telephone number: 202-225-3816

Email address of contact person: ladedra.drummond@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Sheila Jackson Lee
2. Sponsor(s) (who will be paying for the trip):
National Association of Broadcasters
3. Travel destination(s): Las Vegas, NV
4. a. Date of departure April 22, 2017 Date of return: Tuesday, April 24, 2017
b. Will you be extending the trip at your personal expense? ☒ Yes ☐ No
If yes, dates at personal expense: April 23, 2017
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☒ Yes ☐ No
b. If yes, explain why the second night of lodging is warranted:
Travel time & distance to Las Vegas require a second night's stay.
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
Ranking Member of Subcommittee on Crime of the House Committee on Judiciary. Her participation addresses issues concerning Entertainment Law.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. FOR STAFF TRAVELERS:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: March 24, 2017

Sheila Jackson Lee
Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Sheila Jackson Lee
2. Sponsor(s) (who will be paying for the trip): National Association of Broadcasters
3. Travel destination(s): Las Vegas, NV
4. a. Date of departure Sunday, April 23, 2017 Date of return: Tuesday, April 25, 2017
b. Will you be extending the trip at your personal expense? ☐ Yes ☐ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☐ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☒ Yes ☐ No
b. If yes, explain why the second night of lodging is warranted:
Travel time & distance to Las Vegas require a second night's stay.
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As a policy leader in telecommunications, music licensing, and broadcast industry issues, the "Congressional Leaders Program" will allow you to experience firsthand what the future of media and entertain
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☐ No

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: March 24, 2017

Sheila Jackson Lee
Signature of Employing Member

**U.S. House of Representatives
Committee on Ethics**

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
National Association of Broadcasters
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. *Check only one:* I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐
If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
See attached document.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☐ No
6. Date of departure: Sunday, April 23, 2017 Date of return: Tuesday, April 25, 2017
7.
 - a. City of departure: Washington, DC
 - b. Destination(s): Las Vegas, NV
 - c. City of return: Washington, DC
8. I represent that (*check one of the following*):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☒
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☐
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☒
If "d" is checked, explain why the second night of lodging is warranted: _____
Travel time & distance to Las Vegas, as well as the start & end time of the conference require a second night's lodging.

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or

b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The purpose of the NAB Show is to showcase the broadcast industry, bring leaders together, and educates consumers about broadcasting. This trip would allow Congressional staff to mingle with industry leaders, learn about new technologies, and experience broadcasting up close by touring a TV station.

NAB issues invitations, organizes the conference and books travel.

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☐ Other ☐ (Specify: _____)

b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____
Breakfast: \$15, Lunch: \$25, Dinner: \$110 Other meals: \$10 = Total: \$160

2) Provide reason for selecting the location of the event or trip: _____
Las Vegas is the location of the Associations's annual trade show as it has the space requirements needed to accommodate the size of the NAB Show and the number of attendees.

The TV station was selected for it's proximity to the NAB Show and for the quality of the facility.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Wynn Las Vegas City: Las Vegas Cost per night: \$149

Reason(s) for selecting: The hotel was chosen for it's proximity to event locations and access to shuttle buses.

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

| | | | |
|---|--|---|--|
| <input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates | Total <i>Transportation</i> Expenses per Participant | Total <i>Lodging</i> Expenses per Participant | Total <i>Meal</i> Expenses per Participant |
| For each Member, Officer, or employee | \$850 - airfare | \$149 /night (Hotel C | \$160 |
| For each accompanying relative | | | |

| | | |
|---------------------------------------|--|--|
| | <i>Other</i> Expenses (dollar amount per item) | Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.) |
| For each Member, Officer, or employee | \$385 | Exhibit pass \$155; Car/shuttle \$230 |
| For each accompanying relative | | |

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ *or*
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☐

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name: **Joy Whitlow**

Title: **Chief Financial Officer**

Organization: **National Association of Broadcasters**

Address: **1771 N Street, NW, Washington, DC 20036**

Telephone number: **202.429.5431**

Email address: **jwhitlow@nab.org**

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Kenny Marchant, Texas
Leonard Lance, New Jersey

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

April 17, 2017

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Sheria A. Clarke
Counsel to the Chairwoman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

The Honorable Sheila Jackson Lee
U.S. House of Representatives
2187 Rayburn House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Las Vegas, Nevada, scheduled for April 22 to 24, 2017, sponsored by the National Association of Broadcasters. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only. We note that this trip includes one day at your personal expense.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Susan W. Brooks
Chairwoman

Sincerely,

Theodore E. Deutch
Ranking Member

SWB/TED:mmm



2017
Congressional Leaders
Program



CONGRESSIONAL LEADERS
PROGRAM SCHEDULE

Monday, April 24, 2017

7:00 a.m. **Breakfast**
Wynn, Room TBD

9 -10:15 a.m. **NAB Show Opening**
Westgate, Paradise Ballroom

The NAB Show opening will be hosted by NAB President and CEO, Senator Gordon Smith. This event features Senator Smith's state of the industry address, the presentation of the prestigious Distinguished Service Award and a keynote by [TBD]

10:30 -11:45 p.m. **Tour of NAB 2016 Show Floor**
Las Vegas Convention Center – North Hall

Featuring 1,500+ companies spread over more than 800,000 square feet of exhibit hall space, the NAB Show® exhibit floor delivers companies that are defining the next generation of content creation and delivery. Explore the most cutting-edge innovations through interactive exhibits, on floor education, live demonstrations and technology focused pavilions. Meet with C-level executives, industry pioneers and technology gurus responsible for the development of these products and integrated solutions. Program

participants will visit vendor booths and see exhibitor displays through this tour of the show floor.

12:00 -12:15 p.m. **TV Lunch Reception**
Westgate, Paradise Ballroom

The NAB Television Luncheon honors those who made – and are making – television a vital part of the American lifestyle and earned a place in broadcasting history. The reception will allow Congressional staffers to meet with the 2017 NAB Broadcasting Hall of Fame honorees.

1:00 - 3:00 p.m. **Lunch & Television Station Tour**
KVVU (Fox 5)
25 TV 5 Dr, Henderson, NV 89014

Congressional staffers will visit one of the top T.V. stations in Las Vegas - KVVU-TV. During the visit, staffers will participate in a tour of the station, view a portion of a live newscast and sit down for a brief Q&A with the General Manager of the station.

3:30 p.m. **Break**

4:00 – 5:00 p.m. **The 115th Congressional Update: The Future of Broadcast Policy**
Las Vegas Convention Center 253

Join key staffers from the House and Senate as they discuss the most pressing telecommunications issues currently facing Congress and the future of telecom policy. Topics will include the Communications Act update, the on-going spectrum auction, broadcast carriage issues, music licensing legislation, media ownership, tax reform and much more.

5:00 – 6:30pm **NAB Show Floor (self-guided), or Futures Park Reception – NAB PILOT**
Las Vegas Convention Center – North Hall

Congressional staff will have additional time to explore the NAB Show floor on their own, or attend the Futures Park reception, hosted by NAB PILOT.

7:30 p.m.

Dinner

El Segundo Sol, 3200 Las Vegas Blvd S